

MEMO

DATE: [OBJ] **April 19, 2023**

TO: [OBJ] **Finance Department**

FROM: [OBJ] **Tara Vicckies, Manager, Operational Accounting**

SUBJECT: [OBJ] **Accounts Payable Team Temporary Reporting Change**

The Accounts Payable team, which formally reported to Brenda Klerks, will now report to me effective immediately. This temporary measure has been put in place to allow the Payroll team to dedicate more time to supporting process improvements under the Workday Total Compensation project, which is now anticipated to continue until March 31, 2024. As a result of this announcement, Aftab Alam-Taj, will report directly to me. Aftab joined the Finance team as Accounts Payable Coordinator in January 2023.

The Payroll team will continue to report to Brenda Klerks, Manager, Accounts Payable and Payroll.

Please direct payment, expense reports, and supplier inquiries to either Aftab Alam-Taj, Tara Vicckies, or the shared team inbox AccountsPayable@algonquincollege.com.

If you have any questions, please contact Tara Vicckies by Teams or vicckit@algonquincollege.com.